

**CAI CHESAPEAKE REGION CHAPTER**

**Board of Directors Meeting  
Wednesday, February 13, 2013  
Snyder's Willow Grove  
841 N. Hammonds Ferry Road  
Linthicum, MD 21090**

**I. Call to Order**

The meeting was called to order by President, B.K. Wallbrunn at 12:20 p.m.

**II. Roll Call**

Those in attendance: B.K. Wallbrunn, Gary Saylor, Sari McLeod, Neil Alioto, Kara Permisohn, Hazel Wilkinson, John Taylor, Judyann Lee.

Those absent: Jonathan Strauss

**III. Approval of Meeting Agenda**

Ms. Wallbrunn stated she had items to add to the agenda. Under New Business, May Seminar date change and Membership Committee Proposal. Under Board Information, date changes to the calendar. Ms. Wallbrunn motioned to approve the agenda as amended, Mr. Alioto seconded, all in favor. Motion carried.

**IV. Approval of Minutes**

Minutes of the January 10, 2013 meeting were submitted for approval. Ms. Wallbrunn suggested some formatting corrections. Neil motioned to approve the minutes, as amended. Mr. Saylor seconded, all in favor. Motion carried.

**V. Committee Reports**

Membership Committee, Newsletter Committee and Golf Committee reports are attached. There were no reports from the Education Committee, Nominating Committee, Website Committee, Delmarva Committee, Expo Committee, Social Committee or LAC Committee.

**VI. Officers Reports – None.**

**VII. Management Report**

1. Education - Today's program was well attended and well received. Cynthia Hitt Kent will be hosting a homeowner seminar on Board Governance in Easton on February 16, 2013. Cowie and Mott is hosting a homeowner seminar on Construction Defects in Bethany Beach on February 23, 2013.
2. Membership – Board reviewed January 2013 statistics. The Mentor Program needs to be better defined. It was suggested to obtain "Ask me about CAI" buttons to be able to recognize the Membership Committee members as well as the Chapter Board at the Breakfast Seminars. Board reviewed the new recruiter campaign proposal. Sari volunteered to be the Board Liaison for the Membership Committee.

3. **Golf – Outing is scheduled for June 19, 2013 at Fairway Hills in Columbia. The Committee met and decided to have crabs again this year. They are currently working on the promotional brochure. The Board Liaison position is still open.**
4. **Internet/Website – Both the Chair and Board Liaison positions are open. There were two (2) interested members at the Breakfast Seminar who have volunteered to be on the Committee.**
5. **Delmarva – Ms. Cimino explained that presently there isn't a LAC that covers the Delaware Eastern Shore area. The PA and DE Valley Chapter does not include the beach. Ms. Cimino indicated that the Chapter is hosting three Seminars on the Eastern Shore this year in an effort to deliver education to our members. There will be a DE Attorney at two of these programs.**
6. **Ms. Wallbrunn reported she had located a venue for a program at the beach if we ever needed one. It is a clubhouse in Bethany.**
7. **Newsletter – The Winter issue of the Beacon has been mailed. A new feature will be added entitled "Ask the Beacon".**
8. **Holiday Social – The Westin is available for the Holiday Social the week prior to Thanksgiving. Staff is going to send the deposit. A flyer was distributed to attendees at the Breakfast.**
9. **Social Events – Nick Cowie hosting Networking event at Max's Taphouse, April 25, 2013, 5-7 p.m.**
10. **Expo – Scheduled for October 29, 2013 at Martin's West.**
11. **Finance – 2012 year-end financial statement and account balance summary was distributed. Money was moved from SECU as that account was in excess of the \$250,000 insurable limit to USPS Credit Union. Ms. Cimino reported that she purchased Quick Books however; there are problems with compatibility with the software used for accepting credit card and online payments. She is waiting for recommendations from the programmer as to which accounting package will work best with the Chapter Program.**

#### **VIII. New Business**

1. **Richfield Station HOA – Ms. Wallbrunn presented a draft response to their inquiry. It is attached. Sari suggested we provide them with the contract information for the Attorney General's office. It was the general consensus of the Board to send the letter with these modifications.**
2. **CAI National Conference – April 17-20, 2013 in San Diego. Ms. Wallbrunn. motioned to approve funds to send the Executive Director and President Elect. Ms. McLeod seconded, all in favor. Motion carried.**
3. **May Breakfast Seminar – Date changed to Tuesday, May 21, 2013.**
4. **Membership Committee Proposal (2013 Membership Recruiter Program) – Ms. McLeod motioned to accept the proposal as presented. Ms. Wallbrunn seconded, all in favor. Motion carried.**

**IX. Board Information**

- 1. The Chapter filed for Recertification with CAI National**
- 2. Board meeting dates – The Board reconfirmed that the September 2013 meeting will be moved from September 5, 2013 at ACM to September 18, 2013 following the breakfast seminar at Snyder's. The October 2013 meeting will be moved from October 3, 2013 to October 10, 2013.**

**Mr. Alioto made a motion to adjourn at 1:50 p.m. Mr. Saylor seconded, all in favor. Meeting adjourned.**

**The next meeting will be held on March 7, 2013 at the offices of American Community Management.**

**Respectfully submitted,**

**Hazel Wilkinson, Chapter Secretary  
February 20, 2013**